



EMPLOYMENT OPPORTUNITY

WAWEL VILLA SENIORS RESIDENCES

“The Home with a Heart”

Head Bookkeeper/Accountant

Wawel Villa Seniors Residences

Organization Background:

Wawel Villa Inc was established in 1968 as a charitable not-for-profit organization with the purpose of providing affordable living for seniors. Founded by members of the Polish community we strive to provide a warm and family like atmosphere, open to all seniors. Our vision is to serve the community, and to be known, supported and chosen by seniors and staff because we are “The Home with a Heart”.

Wawel Villa operations consist of an 88 room assisted living Retirement Home located on a picturesque ravine lot in the village of Clarkson. We are steps away from public transportation, shops and restaurants of Lakeshore Road West. Our Administration team works out of offices at this location. Our operations also include a 76 unit Senior’s supportive apartment housing project. We have strong ties to the community, to the region and to public healthcare organizations. For more information visit our website at www.wawel.org

Position Summary:

Reporting to the Administrator, the Head Bookkeeper/Accountant is responsible for coordinating and supervising the day to day business of the bookkeeping department and supporting the Administrator in all aspects of financial management for the home, including financial reporting and budgeting.

Qualifications:

- Must have a post-secondary degree. Accounting designation (CGA/CPA/CMA) is a strong asset.
- Familiarity with retirement homes, long term care, social housing, LHINS or not-for-profit reporting is an asset.
- Must have experience in QuickBooks (or other similar accounting software), MS Office and Excel.
- Demonstrable experience in producing budgets, reports, and dealing with external auditors.
- Understanding and hands on experience of full bookkeeping, bank reconciliation, accounts payable and receivable, accruals, journal entries, ledgers and deposits in a computerized environment.
- Must possess analytical and critical thinking; written and oral communication skills. Must be organized, detailed and work in timely manner. Must possess a positive working attitude.
- Proven team player with strong ethics and value driven.
- Strong technical and IT skills are an asset.
- The ability to speak and understand Polish is an asset.



Major Responsibilities:

- Responsible to oversee and complete accounting processes, reporting and financial records for four divisions.
- Administer accounts receivable and accounts payable.
- Prepare journal entries and maintain the General Ledger.
- Prepare or ensure preparation of monthly bank reconciliations.
- Calculate and record rents due from tenants; deposit and post rent as required.
- Prepare or ensure classification of expenses.
- Prepare or ensure preparation of cheques and online payments.
- Produce and analyze monthly and annual reports for the Administrator and the Board of Directors.
- Draft annual budgets and financial projections with Administrator.
- Prepare financial reports required for various funding agencies and partners – may include preparation of Social Housing Reports, AIR returns or LHINS reports.
- Assist with the annual audit process and cooperate with the outside Auditors during the annual audit.
- May include preparation of applications for funding and grants.
- Management of capital reserves, investment funds and mortgages under oversight of Board of Directors.
- Gather financial information from other departments as required.

Salary:

- This is a full-time permanent position. Salary is commensurate with experience.

Other:

- Maintain confidentiality of all financial, personnel and resident data.
- Be knowledgeable of and practice residence's fire and safety programs.
- Complete annual training as required.

To Apply:

Interested candidates are requested to email their resume in confidence to hr@wawel.org
Candidates will be asked to continue the application process through our posting on Charity Village.

Wawel Villa Seniors Residences
880 Clarkson Road South
Mississauga, ON L5J 4N4
905-823-3650

Deadline: May 22, 2015 or until filled

We thank all applicants for their interest. Only those selected for an interview will be contacted.